

**COUNTY OF SALEM**  
**REQUEST FOR PROPOSAL FOR THE POSITION OF**  
**ATTORNEY FOR OFFICE ON AGING**

**Position and Term:**

The County of Salem requests proposals from New Jersey attorneys or law firms interested in serving in the position of "Attorney for Office on Aging" from January 1, 2010 to December 31, 2010.

**Description of Services:**

Serves as special counsel for the Salem County Office on Aging in matters requiring special expertise in the area of public assistance for Senior Citizens. Attend meeting with County Officials as requested. Apprise the County and its officials and offices of developments in the law requiring compliance, policy development or other action.

**Compensation:**

Compensation shall be based on a professional services contract to be negotiated by the County with the applicant deemed to be most advantageous.

Compensation is paid on an hourly basis in accordance with detailed invoices submitted to the County through the County voucher process. Work is assigned to the Attorney for Office on Aging on a "project by project" basis through the Office of the Clerk of the Board.

**Fair and Open Process:**

These proposals are being solicited through a fair and open process in accordance with N.J.S.A. 19:44A-20.4. Applicants who meet with the Minimum Requirements for the position as set forth below, and are willing to provide the described services for the disclosed compensation, shall be evaluated on the basis of experience and qualifications as set forth in the criteria described below.

In order to be considered applicants **must submit** their reply to the Office of the County Purchasing Agent at 94 Market Street, Salem, New Jersey 08079 (phone # 856 935 7510 x 8401) **on or before 10:00 a.m. on December 18, 2009**. At that time and place all proposals received shall be publicly opened and announced by the County Purchasing Agent or his designee.

Proposals will thereafter be received by the Salem County Board of Chosen Freeholders who shall award the contract for the services. The award of the Contract will be based on the following criteria: (i) responsiveness to the Qualification Evaluation and other required submissions; (ii) general experience and reputation in the field; (iii) specific experience/knowledge of the County of Salem and the subject matter to be addressed under the Contract; (iv) qualifications and experience which most closely match the needs of the County; (v) availability to accommodate meeting and interface requirements with the County Officials for meetings, phone conferences, attendance at events and office consultations; (vi) office resources, including backup staff, which are deemed most adequate to service the needs of the County; and (vii) the applicant who is deemed otherwise most advantageous based on all information submitted or gathered in connection with the proposal.

The County reserves the right to: (i) not select any of the applicants; (ii) require applicants to submit to a personal interview and/or submit additional or clarifying information; (iii) to reject any or all proposals; (iv) to waive any informalities in the proposals; and (v) procure the articles or services from other sources if deemed most advantageous to the objectives of the County.

The County's determination of the applicant who is most advantageous to the goals and objectives of the County shall be final and conclusive.

The award of the contract shall be determined by majority vote on a resolution to be read by title at an open public meeting.

No applicant shall influence, or attempt to influence or cause to be influenced, any County Official, Officer or employee to use his/her official capacity in any manner which might tend to impair the objectivity or independence of judgment. No applicant shall cause or influence, or attempt to cause or influence, any County Official, Officer or employee to secure unwarranted privileges or advantages.

**Minimum Requirements:**

Must be fully licensed and in good standing to practice law in the State of New Jersey.

Minimum of 2 years of experience representing a New Jersey public entity, preferably a County.

**Qualifications Evaluation:**

1. Minimum Requirements. Please attach resume and/or other documentation demonstrating compliance with the "Minimum Requirements" detailed above.
2. Disclose and describe whether you have ever been sued for malpractice.
3. Disclose and describe any arrests or convictions against you.
4. What is the location of your Office? In Salem County or out of Salem County.
5. Describe the resources of your office. Include details of support staff. Include information on other qualified attorneys in your office who would be available to County Officials in the event you were absent or unavailable.